

# Ekspert mednarodne trgovine/International Trade Expert (m/f/d)

Job ID  
REQ-10009479  
Jun 05, 2024  
Eslovenia

## Resumen

Ljubljana, Warsaw, Prague or Hyderabad #LI-Hybrid We are seeking a International Trade Expert who is responsible to ensure compliant and efficient import and export process is implemented, executed and monitored. Operational responsibility for noncommercial shipments including materials, components, clinical trials, samples, etc. Support on customs, controls and international trade topics, in accordance with legislation, internal rules, good practices and business objectives. If you are seeking a challenging yet rewarding opportunity where you can make a significant impact, we encourage you to submit your application. Join our team of passionate individuals who are dedicated to pushing boundaries and shaping the future.

## About the Role

### Key Responsibilities:

- Ensuring an optimum course of all internal import and export processes according to the defined SOPs, laws, Good Practices and internal policies
- Ensuring that correct HS codes, value and origin, imports and export licenses, and other CTC-related data are available for all import and export transactions into and out of Lek, and that any deficiencies are identified, properly communicated and timely remedied, if necessary
- Responsibility for achieving trade-related targets
- Overseeing and implementing free trade agreements, as needed
- Resolving import and export issues with Customs brokers and freight forwarders
- Providing reports and measurement systems related to all the elements of CTC organizations
- Responsibility for providing support for correct execution of a simplified in-house Customs clearance procedure
- Responsibility for providing support with electronic data exchange with the Customs authorities

### Essential Requirements:

- University degree in technical, business or other relevant field.
- Minimum 3 years of experience in trade, logistics or other relevant field.
- Fluent in English.

We are offering a permanent contract.

You are kindly invited to submit your application in English language.

## Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

## You'll receive in Slovenia:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

## Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

## Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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For Slovenia:

Lokacija: Ljubljana, #LI-Hybrid.

Kot **Ekspert mednarodne trgovine** boste imeli odgovornost za uvajanje, izvajanje in nadzor skladnih ter učinkovitih postopkov za uvoz in izvoz. Operativna odgovornost za nekomercialne pošiljke, vključno z materiali, sestavnimi deli, kliničnimi preizkušnji, vzorci itd. Nudenje podpore na področju carin, nadzora in mednarodne trgovine, v skladu z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

Če iščete izzivov polno, a hkrati nagrajujočo priložnost, kjer lahko ustvarite pomemben vpliv, vas vabimo, da oddate svojo prijavo. Pridružite se naši ekipi strastnih posameznikov, ki so predani premikanju meja in oblikovanju prihodnosti.

## Vaše ključne odgovornosti:

- Pregledati, dodeliti in spremljati ustrezne carinske attribute (carinske tarife, upravljanje države porekla/izvora, mamila/droge, dvojna raba itd.) v sistemu za vse nekomercialne materiale.
- Nadzorovati uvozno in izvozno carinjenje.
- Zagotoviti in potrditi pravilnost carinskih deklaracij in sodelovati z ustreznimi notranjimi in zunanji partnerji, kadar so potrebne naknadne spremembe po opravljeni deklaraciji.
- Spremljati nabavne dejavnosti v okviru Globalnega razvoja zdravil, s čimer boste zagotovili skladnost z zahtevami na deklaraciji in licencami.
- Biti odgovoren za potrjevanje in pravilnost izvoznih dovoljenj. Izvajati embargo, sankcije in opravljati preverjanje nadzornih seznamov v posameznih držav za sprostitev zaustavljenih pošiljk.
- Oblikovati periodična statistična poročila o izvozu in uvozu za korporativne funkcije.
- Zagotoviti, da bodo na švicarski carini na voljo veljavna uvozna in izvozna dovoljenja za nadzorovane snovi v skladu s predpisi švicarske agencije za zdravila Swissmedic.

- Opraviti potrebne dejavnosti v okviru uvoznih in izvoznih dovoljenj z uporabo državnega sistema za nadzor drog (NDS) v okviru agencije Swissmedic.

### **Vaš doprinos k delovnem mestu:**

- Visokošolska stopnja izobrazbe tehnične, ekonomske ali druge usrezne smeri
- Minimalno 3 leta izkušenj na področju trgovine, logistike ali drugem ustreznem področju..
- Aktivno znanje angleškega jezika.

Ponujamo zaposlitev za nedoločen čas.

Prijave z življenjepisom v angleškem in slovenskem jeziku lahko oddate preko spletne povezave.

### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

**Pridružite se naši mreži Novartis:** V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <https://talentnetwork.novartis.com/network>

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

División

Operations

Business Unit

Innovative Medicines

Ubicación

Eslovenia

Sitio  
Ljubljana  
Company / Legal Entity  
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.  
Alternative Location 1  
Polonia  
Alternative Location 2  
India  
Alternative Location 3  
República Checa  
Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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